

Report for Week Ending January 11, 1956
PROJECT STAFF

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Vital Materials Deposit Schedules for all offices are being revised on the form recently developed. The Schedules for all offices are either in process or are now complete. Only 3 of the revised Schedules have been signed and returned by the depositing offices but the remainder are expected before the end of the month.

Projects 4-84, 4-96, 5-59, 5-60, 5-68

No change from previous report.

~~Project 5-68 - Improved Maintenance of Medical Office Files~~

~~The folders for the conversion of these files have now been received and are being installed. The project is approximately % complete.~~

General Information

1. A meeting was held with representatives of [REDACTED] and a proposal made that the DD/P area adopt the form developed by this office for documenting vital materials deposit schedules. The DD/P representatives agreed that use of the form was a good idea and have requested 500 cover sheets and 1500 blank schedule forms. 25X1A8a

25X1A9a

2. A meeting was held with Mr. [REDACTED] of ORR in an effort to promote some action on the development of an ORR vital materials schedule. It was agreed that this office would review the current inventory and prepare a schedule by division on the basis of current deposits. Mr. [REDACTED] will then forward these schedules to the appropriate divisions with a request to either sign or make necessary revisions. 25X1A9a

3. A call at the office of the DD/S indicates that the mail control system and the machine proposed for use in preparing the daily action summary are working satisfactorily. There was a discussion on the retirement of 1954 records material but in the absence of Mr. [REDACTED] no decision was taken. A follow-up will be made this week. 25X1A9a

4. The semi-annual report on the status of the Agency Vital Materials Program has been prepared and forwarded to the National Archives and Records Services of G.S.A.

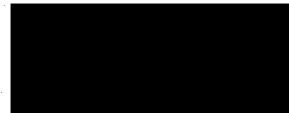
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5. In the review being made of back orders for 2 and 4 drawer safe cabinets, 27 requisitions covering 35 safes have been returned by the requesting offices with 11 cancellations made. The cancellations were 3 4-drawer and 8 2-drawer safes representing savings of \$2814 at present procurement costs for these items.

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